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6. AUTHOR(S) Tracey F. Williams, Center Manager					
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) C.W. Bill Young/DoD Marrow Donor Center				8. PERFORMING ORGANIZATION REPORT NUMBER 1	
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13. ABSTRACT (Maximum 200 words) The mission of the BYMDC is to "Recruit and enroll eligible Department of Defense (DoD) members and other eligible personnel into the National Marrow Donor Program Registry; support the DoD contingency requirement for unrelated bone marrow donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors); and to provide outstanding management services to those members who are selected as potential marrow donors."					
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Marrow Program

C.W. Bill Young Marrow Donor Center

Donor Center for the Department of Defense Marrow Donor Program

INTERIM TECHNICAL REPORT FOR GRANT N00014-97-1-0199

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REPORT SUBMITTED BY:

Tracey F. Williams

Tracey F. Williams, Center Manager
C. W. Bill Young/DoD Marrow Donor Center

February 11, 1998

OPENING STATEMENT

Grant N00014-97-1-0199 became effective 30 December 1996. This report will cover activity performed under Grant N00014-97-1-0199 from 01 January 1997 to 31 December 1997. The C. W. Bill Young Marrow Donor Recruitment and Research Program is commonly referred to in documents covering the period of the grant as the "DoD Donor Program," the "Bill Young Marrow Donor Center," the "Department of Defense Marrow Donor Center," and the "Department of Defense Marrow Donor Program." For purposes of brevity the C. W. Bill Young Marrow Donor Recruitment and Research Program will be referred to as the BYMDC throughout this report.

The mission of the BYMDC is to "Recruit and enroll eligible Department of Defense (DoD) members and other eligible personnel into the National Marrow Donor Program® Registry; support the DoD contingency requirement for unrelated bone marrow donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors); and to provide outstanding management services to those members who are selected as potential marrow donors."

To accomplish its mission, the BYMDC identified three functional areas in which work must be accomplished. These three areas are: 1) Administration; 2) Recruitment Management; and, 3) Donor Services Management. This work is interrelated and its appropriate accomplishment assures success of the BYMDC.

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ADMINISTRATION

LOCATION:

Office space was rented for the BYMDC at the following location for the period of this report:
5516 Nicholson Lane, Bldg. A 3rd Floor
Kensington, Maryland 20895

PERSONNEL:

Throughout the period covered by Navy Grant N00014-97-1-0199 the BYMDC was staffed with full-time equivalent personnel (FTE's). Positions within the BYMDC continue to be established as program requirements (growth) have demanded. Positions established and staffed at the date of this interim report are as follows:

<u>Position</u>	<u>Date Established</u>	<u>Comments</u>
General Manager	September 1990	FTE
Admin. Asst., Donor Center	May 1991	FTE
Recruitment Specialist	December 1990	FTE
Recruitment Specialist	December 1990	FTE
Recruitment Specialist	August 1993	FTE
Data Entry Clerk, Donor Services	December 1990	FTE
Donor Services Supervisor	March 1992	FTE
Donor Services Admin. Asst.	September 1995	FTE
Donor Services Admin. Asst.	April 1996	FTE
Donor Services Coordinator	May 1991	FTE
Donor Services Coordinator	June 1991	FTE
Donor Services Coordinator	August 1993	FTE
Donor Services Coordinator	October 1993	FTE
Donor Services Coordinator	August 1997	FTE
Confirmatory Typing Coord.	January 1997	FTE

FISCAL: See Tab A.

RECRUITING MANAGEMENT

INFORMATION BRIEFINGS AND PUBLIC AWARENESS:

The first step to successful recruiting is awareness of need throughout the general public. Awareness of need, combined with sufficient factual information about donor involvement in the unrelated marrow transplant process is essential for an individual to be able to make an informed decision about personal participation.

The BYMDC began conducting briefings and information sessions at military and other DoD installations in August 1990. These briefings and information sessions continued throughout the period covered by the grant. This work was accomplished by a representative from the BYMDC who traveled to the installations.

Wherever possible, the existing DoD media (installation newspapers, cable television networks, radio stations and in some cases, E-mail), was used to increase public awareness within the DoD. Other informational materials such as National Marrow Donor Program® approved pamphlets, videos, and BYMDC information sheets were also distributed among a large number of DoD installations.

MARROW DONOR DRIVES:

Marrow donor drives scheduled by the BYMDC from January to December 1997 resulted in 35,455 persons being recruited into the national registry. These persons are categorized as follows:

Total:	35,455
Caucasian:	23,338
African American:	5,625
Asian/Pacific Islander:	1,129
American Indian/Alaska Native:	2,629
Hispanic:	2,734

Throughout the period covered by the grant the BYMDC continued to develop and perfect recruiting techniques so that recruiting performance was greatly improved. The crowning achievement of recruitment efforts for this period was a combined military/community drive at Ft. Bragg, North Carolina which resulted in 9,225 DoD and military-related volunteers added to the registry. Much effort was made to provide effective publicity and public education/awareness within the Department of Defense establishment.

The BYMDC Recruiting Management Department was responsible for procurement of medical supplies, shipment of medical supplies to the drive site, and shipment of specimens from the drive site to the laboratory, Naval Medical Research Institute (NMRI), for processing. This required much administrative effort, coordination of schedules, and expenditure of funds in order to assure that blood specimens arrived at the laboratory for testing in a timely manner.

RECRUITING ACTIVITY LOCATIONS:

TAB B provides a listing of DoD locations at which recruiting activities occurred during the period 01 January 1997 to 31 December 1997.

DONOR SERVICES MANAGEMENT

Donor services management involves all aspects of work which may bring an individual from the point of being a potential donor to actual donation. When donation occurs it is necessary to follow the donor (post-donation), with health checks and other administrative interventions for six months or more.

Donor services management requires intensive interaction between a donor services coordinator and the prospective donor. The work is very labor intensive and one-on-one. The work involves locating and contacting identified potential donors, providing detailed information and counseling, arranging for and coordinating additional blood testing, physical examination and finally, arranging for and coordinating actual marrow collection.

TAB C provides an outline of the essential functions necessary to perform acceptable donor services management. These functions have evolved and improved throughout the existence of the program.

DR REQUESTS (HLA typing for the 5th and 6th antigens):

During the grant report period 247 patient-directed DR requests were made to the BYMDC.

CONFIRMATORY TYPING (CT) REQUESTS:

The most significant step leading to actual marrow donation is a request that an individual undergo confirmatory typing. Approximately 13.6% of CT samples collected resulted in marrow donation from BYMDC donors.

CT requests for the period of this report:	2,026
CT samples collected for the period of this report:	998*

*The difference between requests and samples collected can be attributed to donors not going on to workup and donation; canceled requests; donors transferred, not interested or medically deferred.

MARROW DONATIONS:

During the period covered by this report, 136 marrow collections were completed within the BYMDC program.

DOD CENTER (NAVY)

N00014-97-1-0199

SCHEDULE 7-1099

ACCOUNT NAME	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	1998				BALANCE
										1997	JAN	FEB	MAR	
COMPENSATION	13,823	26,795	18,081	15,551	15,319	15,631	26,247	18,792	21,986					3,091
BENEFITS/INSURANCE														42,246
TEMPORARY LABOR														0
COMP ABSENCE														0
SUBTOTAL	13,823	26,795	18,081	15,551	15,319	15,631	26,247	18,792	21,986					45,337
AIRFARE	7,515	10,233	4,555	4,688	0	13,583	0		10,218					(792)
HOTEL														5,761
MEALS & MISC.		2,390	3,082	1,240	3,044	1,460	2,274	1,856	894					(14,943)
GUEST SPEAKER FEES		2,455	3,930	5,178	16,366	2,660	2,560	2,489	1,305					100
GUEST SPEAKER TRAVEL														500
GUEST SPEAKER MEALS														500
GUEST SPEAKER HOTEL														500
MEMBERSHIP-PROF ORG	7,515	15,079	11,567	11,106	19,410	17,702	4,834	4,345	12,417					(8,375)
VOLUNTEER COMMITTEES														100
COPIER RENTAL				117										200
COPIER SUPP & COPYING		96												(117)
PRINTING		1,661		3,489	2,301	63	1,925	51	390					404
NEWSLETTERS														(9,381)
														0
POSTAGE		1,756		3,606	2,301	63	1,925	51	390					(9,094)
OVERNIGHT DEL/FEDEX		69		91										1,840
PARCEL DELIVERY (UPS)							57		37					2,000
POSTAGE MACH MAINT.			69				9							106
COURIER EXP (NOVA)		12,616	9,761	7,414	10,063	6,994	4,271	4,224	2,427					422
														(40,801)
LOCAL TELE SVC		12,685	9,830	7,535	10,063	6,994	4,337	4,224	2,464					(36,433)
800 NUMBER SVC		370	403	387	24	1,410								1,706
LONG DISTANCE SVC		1,321		2,628	852	1,716	994	990	906					3,000
ELECTRONIC MAIL		241		475	228	691	282	310	304					(3,407)
PAGERS				514	234	299	282	310	304					366
														58
		1,933	403	4,004	1,338	3,425	1,967	1,299	1,210					1,723

NATIONAL MARROW DONOR PROGRAM®
 PROPRIETARY AND CONFIDENTIAL INFORMATION

DOD CENTER (NAVY)

N00014-97-1-0199

SCHEDULE 7-1099

ACCOUNT NAME	APPROPRIATED	1997												1998				BALANCE								
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR												
RECRUIT. DRIVE SUPPLIES	7,200		1,920	375	387	472	306	2,950	1,782																	(1,192)
OFFICE SUPPLIES	1,200		482		1,937	860	225	383	724	357																(3,468)
MISCELLANEOUS	350																									350
SAMPLE COLLECTION																										0
AB TYPING																										0
MLC SUPPLIES																										0
LAB TESTS																										0
EQUIPMENT	1,450		2,401	375	2,325	1,332	531	3,333	2,506	357																(4,310)
SUPPLIES	200																									200
OFFICE RENT	150																									150
OFFICE EQUIPMENT	31,400	5,000	7,324	7,324	7,324	7,324	7,324	7,324	7,324	7,876																27,318
COMPUTER SERVICE	0																									0
	0																									0
	9,240	5,000	7,324	7,324	7,324	7,324	7,324	7,324	7,324	7,876																27,668
TOTAL EXP (OTHER)	14,500	12,515	41,178	29,498	35,899	41,768	36,040	23,720	19,750	24,715																(24,521)
GRANT TOTAL (NAVY)	184,121	26,337	67,973	47,580	51,449	57,087	51,671	49,967	38,541	46,701	0	0	0	0												16,816

NATIONAL MARROW DONOR PROGRAM®
 PROPRIETARY AND CONFIDENTIAL INFORMATION

SCHEDULE 7-1099

DOD CENTER (NMDP)
NO0014-97-1-0199

ACCOUNT NAME	1997												1998												BALANCE
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
COMPENSATION																									130,206
BENEFITS																									80,657
SUBTOTAL	0	33,574	28,048	20,963	30,862	31,905	35,918	24,367	27,618	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	210,863
AIRFARE																									4,991
HOTEL		74	95	38	94	43	70	57	28																1,499
MEALS & MISC.		76	125	64	87	74	79	77	544																374
MEMSHIP-PROF ORG																									500
COPIER RENTAL																									2,992
COPIER SUPP & COPYING		96		208																					4,776
PRINTING		17		214					214																(560)
NEWSLETTERS				346	161	435	358	1	168																0
POSTAGE																									7,208
OVERNIGHT DELIVERED EX			2,500			673																			6,827
PARCEL DELIVERY (UPS)		3,122	3,966	596	3,381	4,494	1,012	863	1,016																61,550
POSTAGE MACH MAINT.		123	123	102			126	83																	591
COURIER EXP (NOVA)		257	45	1,650	(1,432)	143	48	7	45																(6)
																									737
LOCAL TELE SVC		3,503	6,634	2,348	1,948	5,310	1,419	1,063	1,676																69,700
800 NUMBER SVC		328	315	343		1,589																			10,924
LONG DISTANCE SVC																									15,000
ELECTRONIC MAIL		1,586		2,716	1,041	2,098	1,214	1,180	1,077																2,588
PAGERS		241	110	507	251	89	790	316	37																159
				674	132	168	159	174	171																772
																									29,443

NATIONAL MARROW DONOR PROGRAM
PROPRIETARY AND CONFIDENTIAL INFORMATION

DOD CENTER (NMDP)
NO0014-97-1-0199

ACCOUNT NAME	1997												1998												BALANCE
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
RECRUIT. DRIVE SUPPLIES																									0
OFFICE SUPPLIES		295	289	1,187	527	164	436	427	219																(293)
MISCELLANEOUS		1,200	2,340	1,465	1,279		291	116	814																(5,504)
AB TYPINGS																									0
WORKUP EXP																									40,000
MLC SUPPLIES																									973
LAB TESTS																									84,943
	0	1,495	2,629	39,233	2,332	24,866	14,683	9,334	2,060	0	0	0	0												120,119
EQUIPMENT																									500
SUPPLIES																									300
OFFICE RENT		10,986	10,986	10,986	10,986	10,986		22,524	11,262																39,516
OFFICE EQUIPMENT																									1,000
COMPUTER SERVICES																									3,000
	0	10,986	10,986	10,986	10,986	10,986	0	22,524	11,262	0	0	0	0												44,316
TOTAL EXP (OTHER)	0	18,401	20,902	57,677	17,031	45,659	18,772	34,939	17,023	0	0	0	0												278,150
GRANT TOTAL (NMDP)	0	51,976	48,950	78,640	47,894	77,563	54,690	59,306	44,641	0	0	0	0												489,013

NATIONAL MARROW DONOR PROGRAM®
PROPRIETARY AND CONFIDENTIAL INFORMATION

DOD CENTER (NAVY)

N00014-93-1-1395

SCHEDULE 7

ACCOUNT NAME	FY94 BUDGET REMAIN.	EXTENSION APPROPRIATED	1997												EXPENDED REMAINING		
			APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	EXTENSIO	TOTAL
COMPENSATION	165,548	173,429	12,283	\$21,144	\$13,145	\$11,602	\$12,187	\$11,819	\$12,954	\$15,581	\$9,216	\$11,463	\$13,093	\$13,189	\$0	\$15,815	(23,734)
BENEFITS/INSURANCE	41,398	44,720	7,808	\$4,167	\$4,908	(\$2,613)	\$5,185	\$2,225	\$4,515	\$3,627	\$3,580	(\$297)	\$3,795	\$3,553	\$4,099	\$171	9,908
TEMPORARY LABOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COMP ABSENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	206,946	218,149	(29,811)	20,090	25,311	18,053	8,988	17,372	14,044	17,469	19,208	12,796	11,166	16,827	16,741	15,985	(13,826)
AIRFARE	73,418	76,788	7,922	13,402	4,795	3,429	3,654	5,649	3,793	5,374	8,674	8,674	2,210	6,228	3,488	\$13,333	21,255
HOTEL	31,998	20,000	14,175	3,402	3,128	1,178	2,656	2,779	(322)	729	1,724	66	1,067	2,078	1,960	(\$3,645)	10,530
MEALS & MISC.	11,840	20,000	5,234	4,636	3,708	2,187	3,124	2,586	(845)	1,023	3,082	252	2,058	2,143	1,919	(\$8,298)	(3,064)
GUEST SPEAKER FEES	12,000	1,000	2,000	0	0	0	0	0	0	0	0	0	0	0	0	\$1,000	3,000
GUEST SPEAKER TRAVEL	10,000	9,000	3,781	0	0	0	0	0	0	0	0	0	0	0	0	\$9,000	12,781
GUEST SPEAKER MEALS	1,000	1,000	(348)	0	0	0	0	0	0	0	0	0	0	0	0	\$1,000	652
GUEST SPEAKER HOTEL	1,000	4,000	3,617	0	0	0	0	0	0	0	0	0	0	0	0	\$4,000	7,617
SUBTOTAL	167,664	131,788	36,382	21,440	11,631	6,795	9,434	11,014	2,626	7,126	4,806	8,992	5,335	10,448	7,367	\$16,390	52,771
MERSHIP-PROF ORG	500	500	451	39	0	0	0	0	0	0	0	0	0	0	0	\$461	912
VOLUNTEER COMMITTEES	17,885	17,885	0	0	0	0	0	0	0	0	0	0	0	0	0	\$17,885	17,885
COPIER RENTAL	1,000	0	2,153	0	0	0	0	0	0	0	0	0	0	0	0	\$0	2,153
COPIER SUPP & COPYING	900	900	(656)	0	163	0	0	136	112	0	0	0	35	143	52	\$260	(396)
PRINTING	18,750	0	9,353	27	182	0	27	0	146	553	192	1,165	397	89	437	(\$3,215)	6,138
NEWSLETTERS	2,000	0	2,000	0	0	0	0	0	0	0	0	0	0	0	0	\$0	2,000
SUBTOTAL	24,234	900	12,850	27	182	163	27	136	112	146	553	192	1,165	432	232	(\$2,955)	9,896
POSTAGE	7,400	7,400	4,670	0	0	0	0	0	0	0	0	0	0	0	0	\$0	4,670
OVERNIGHT DEL(DEL EX)	22,800	22,800	(1,425)	289	0	0	0	0	0	0	0	0	1,080	26	0	\$7,400	12,070
PARCEL DELIVERY (UPS)	750	750	20,870	0	0	0	0	0	0	0	0	0	0	0	0	\$21,405	19,980
POSTAGE MACH MANT.	510	600	(132)	69	85	0	142	0	69	69	69	69	186	7	139	\$750	21,620
COURIER EXP (NOVA)	44,000	45,750	973	7,213	6,759	0	10,396	0	8,066	1,875	7,079	0	6,503	4,045	(146)	(\$445)	(576)
SUBTOTAL	74,160	77,300	24,955	7,571	6,844	69	10,537	0	8,136	1,944	7,079	69	7,769	4,053	19	\$23,071	48,027
LOCAL TELE SVC	3,440	3,440	(1,544)	346	410	404	0	0	1,311	0	361	734	349	342	371	(\$1,537)	(3,080)
800 NUMBER SVC	6,280	6,280	(2,220)	0	0	0	0	0	0	0	0	0	0	0	0	\$6,280	4,060
LONG DISTANCE SVC	1,000	6,280	(6,104)	3,492	1,345	1,317	920	43	1,949	941	1,365	1,052	901	869	1,291	(\$10,347)	(16,450)
ELECTRONIC MAIL	500	2,500	2	436	196	196	205	205	230	229	229	261	247	223	213	(\$1,872)	(180)
PAGERS	2,800	2,500	(1,133)	208	215	260	210	0	403	196	200	200	198	206	195	(\$287)	(1,420)
SUBTOTAL	13,500	21,000	(10,999)	4,047	2,407	2,177	1,129	249	3,893	1,367	1,954	2,247	1,693	1,640	2,069	(\$6,072)	(17,071)

NATIONAL MARROW DONOR PROGRAM®
 PROPRIETARY AND CONFIDENTIAL INFORMATION

DOD CENTER (NAVY)

SCHEDULE 7

N00014-93-1-1395

ACCOUNT NAME	FY94		BUDGET 1996		1997												EXPENDED REMAINING	
	ORIGINAL APPROPRIATION	EXTENSION APPROPRIATED	REMAIN.	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	EXTENSIO	TOTAL
RECRUIT. DRIVE SUPPLIES	20,000	46,748	5,000	(26,748)	12,398	3,111	3,385	4,649	457		516	1,007				480	(521,004)	(47,752)
OFFICE SUPPLIES	1,500	1,420	1,500	(1,220)	268	132	115	177	330	117	19	398	192	353	718	225	(31,545)	(2,765)
MISCELLANEOUS	500	1,357	0	(657)	70	61	18	140	632	1,328	457	931	765	985	694	660	(36,743)	(7,400)
SAMPLE COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	0
AB TYPING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	0
M.L.C SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	0
LAB TESTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	0
EQUIPMENT	25,000	51,425	6,500	(28,625)	12,666	3,314	3,562	4,667	317	1,420	1,445	992	2,336	957	1,338	1,412	(529,292)	(57,917)
SUPPLIES	0	0	500	0													5500	500
OFFICE RENT	500	500	500														5500	1,000
OFFICE EQUIPMENT	10,000	15,596	19,596	(5,704)	1,565		3,908	1,358	3,908	3,908	7,324			7,324		15,543	(336,474)	(42,179)
COMPUTER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	0
	10,000	15,596	20,596	(5,204)	1,565	0	3,908	1,358	3,908	3,908	7,324	0	7,324	0	7,324	15,543	(35,474)	(40,679)
TOTAL EXP (OTHER)	31,400	28,420	276,469	29,810	47,355	24,377	16,675	27,153	20,096	15,936	22,708	13,837	24,244	17,911	18,423	28,118	(15,985)	13,825
GRANT TOTAL (NAVY)	494,374	516,374	494,618	0	67,446	49,688	34,727	36,142	32,995	34,140	33,405	41,915	26,633	35,409	34,738	35,164	0	0

NATIONAL MARROW DONOR PROGRAM®
 PROPRIETARY AND CONFIDENTIAL INFORMATION

SCHEDULE 7

DOD CENTER (NMDP)

1994 EXPENSES

DOD CENTER (NMDP) NO0014-93-1-1395

NO0014-93-1-1395

ACCOUNT NAME	GENERAL APPROPRIATION	REVENUE	EXTENSION	BUDGET 1996		1997												EXPENDED REMAINING	
				REMAIN.	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	EXTENSIO	TOTAL
COMPENSATION	181,445	27,013	293,461	(38,568)	8,802	26,589	20,725	17,155	16,124	17,909	20,438	34,498	15,744	19,518	18,480	18,834	20,690	\$37,955	(613)
BENEFITS	46,725	68,462	74,757	(21,738)	5,192	3,714	5,659	(3,770)	6,106	4,668	5,512	4,283	3,489	(386)	3,288	3,433	6,306	\$27,261	5,523
SUBTOTAL	228,170	95,475	368,218	(60,307)	13,994	30,304	26,384	13,386	22,230	22,576	25,949	38,781	19,233	19,132	21,768	22,268	26,996	65,216	4,910
AIRFARE	1,000	2,497	3,750	509	278		4		7	(7)				1,733	2	466		\$1,267	1,716
HOTEL	1,000	601	1,250	39	105	97	36	82	86	7	47	12	2	33	64	61	90	\$528	567
MEALS & MISC.	1,000	1,973	1,250	(923)	185	115	68	97	80	183	64	25	186	726	68	59	84	(6,690)	(1,613)
MEMBERSHIP-PROF ORG	1,000	5,715	6,250	(375)	569	211	108	179	173	183	111	37	188	2,492	134	586	174	\$1,105	731
	500	25	500	475														\$500	975
COPYER RENTAL	1,000	1,624	3,150	1,964	227	219	219	130	80	137		239	102	174	124			\$1,717	3,682
COPYER SUPP. & COPYING	900	346	950	354	26	225	163	26	305	112	238				35	143	52	(3374)	(20)
PRINTING	300	375	325	(75)	9	10		9		1,615	1	6	2	12	5	1	4	(31,349)	(1,423)
NEWSLETTERS	0	0	0	0														\$0	0
POSTAGE	4,100	1,396	4,425	2,244	35	462	381	165	385	1,864	240	245	104	186	163	144	57	(85)	2,238
OVERNIGHT DEL(ED EX)	8,100	2,402	8,500	5,138							2,500							\$6,000	11,138
PARCEL DELIVERY (UPS)	14,396	47,919	23,500	(33,419)	8,345	4,202	3,197	4,259	4,395	4,378	3,169	1,464	2,286	(208)	504	2,160	607	(315,258)	(48,677)
POSTAGE MACH MANT.	1,400	1,111	800	8,616										792	54			(846)	8,570
COURIER EXP (NOVA)	1,000	1,081	1,000	(84)	123	152	123	252		123	123		123	331	13	267	247	(3877)	(962)
	1,000	1,319	1,000	(3,339)	103											146		\$751	(2,588)
LOCAL TELE SVC	31,140	56,396	34,800	(23,088)	8,571	4,353	3,321	4,512	4,395	4,501	5,792	1,464	2,409	915	571	2,573	853	(39,430)	(32,519)
800 NUMBER SVC	1,810	1,082	3,124	(1,232)	307	329	322	100		1,163		320	651	309	303	329	309	(51,318)	(2,550)
LONG DISTANCE SVC	1,970	6,659	8,400	(1,680)														\$8,400	6,720
ELECTRONIC MAIL	4,850	13,916	8,277	(8,060)	4,268	1,644	1,660	1,175	51	2,831	1,107	1,357	1,285	1,073	1,062	1,549	1,338	(312,123)	(20,182)
PAGERS	1,500	1,169	2,500	331	35	436	194		212	230	229	474	261	250	262	339	307	(3730)	(399)
	2,130	1,654	2,250	496	117	121	146	118	32	226	111		112	111	116	110	279	\$651	1,147
	15,170	25,466	24,551	(10,144)	4,727	2,531	2,323	1,393	294	4,450	1,447	2,150	2,310	1,744	1,743	2,326	2,233	(5,120)	(15,264)

NATIONAL MARROW DONOR PROGRAM®
PROPRIETARY AND CONFIDENTIAL INFORMATION

DOD CENTER (NMDP)

SCHEDULE 7

1994 EXPENSES

DOD CENTER (NMDP)

N00014-93-1-1395

N00014-93-1-1395

ACCOUNT NAME	FY94		BUDGET 1996		1997												EXPENDED REMAINING		
	GENERAL APPROPRIATION	EXTENSION	REMAIN.	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	EXTENSION	TOTAL	
RECRUIT. DRIVE SUPPLIES	0	0	0														\$0	0	
OFFICE SUPPLIES	2,100	1,084	3,000	315	127	110		170	376	117	678	409	118	594	447	138	(\$599)	(1,583)	
MISCELLANEOUS	1,200	7,296	1,500	95	475	85	664	2,736	91	4,947	245	2,346	2,479	625	1,357	300	(\$14,944)	(21,741)	
AD TYPINGS	0	126	0														\$0	(126)	
WORKUP EXP	25,000	5,565	5,000	8,375													(\$3,375)	17,660	
MLC SUPPLIES	12,000	0	13,500						744								\$12,756	24,756	
LAB TESTS	95,000	10,583	127,200	28,038	15,894	357	12,955	7,706	15,333		423	277	63,908	22,480	29,052		(\$41,183)	(13,145)	
	135,300	25,334	150,200	53,166	16,496	551	13,619	10,612	16,544	5,064	923	3,177	2,873	65,126	24,284	29,490	(\$47,345)	5,821	
EQUIPMENT	500	0	500														\$500	1,500	
SUPPLIES	500	321	300								149						\$151	472	
OFFICE RENT	15,500	21,285	29,388	2,486	3,013	5,663	1,957	5,863	5,863	5,863	29,295	10,986	18,309	10,986	10,986	1,519	(\$83,398)	(89,184)	
OFFICE EQUIPMENT	31,500	4,457	1,000								585		381		213	250		(\$429)	40,615
COMPUTER SERVICE	1,500	59	3,000														\$3,000	4,450	
	64,100	25,871	34,188	38,029	2,486	3,013	5,663	1,957	5,863	5,863	30,029	10,986	18,691	10,986	11,198	1,769	(\$80,176)	(42,147)	
TOTAL EXP (OTHER)	251,470	208,163	60,307	25,173	27,067	12,347	21,824	21,723	33,405	18,516	34,848	19,174	26,900	78,723	41,111	34,575	(\$140,471)	(\$80,164)	
GRANT TOTAL (NMDP)	256,418	496,631	623,132	0	39,168	57,370	38,730	35,209	43,953	55,981	44,465	73,629	38,407	46,032	100,491	63,378	61,572	(\$75,255)	(\$75,254)

NATIONAL MARROW DONOR PROGRAM®
 PROPRIETARY AND CONFIDENTIAL INFORMATION

Total Active Donors By Ethnic Group

For the period of
1 January 1997 through 31 December 1997

Caucasian	23,338
African American	5,625
Hispanic	2,734
American Indian	2,629
Asian	1,129
Total	35,455

January

1997

TOTAL: 1878

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 1/31/97			1 HOLIDAY	2	3	4
5 AIR NATIONAL GUARD, DALLAS, TX (R) 96	6	7 FT SAM HOUSTON, TX (E) 114	8 WRIGHT PATTERSON, OH (SELF) 1	9 MOUNTAIN VIEW NAVAL AIR STATION, CA (SELF) 133	10	11 PA. NAT'L GUARD PHILADELPHIA, PA (LU) 25
12 117 AIR REFUEL WING,AL (R) 50 ORLEANS,LA (E) 144	13 NEW ORLEANS, LA (E) 65	14 HURLBURT AFB, FL (R) 69	15 EGLIN AFB, FL (R) 96	16 TYNDALL AFB, FL (R) 232	17	18
19 XX	20 HOLIDAY	21	22 29 PALMS, CA (R) 172 NORFOLK, VA (E) 160	23	24	25
26	27 WILFORD HALL, TX (R) 173	28 GREAT LAKES, ILL (E) 257	29 DYESS AFB, TX (R) 38	30 DYESS AFB, TX (R)	31	BRIEFINGS: 6 JANUARY 97 FT SAM HOUSTON, TX (EDDIE) <hr/> TRAINING: 1/23/97 (EDDIE) CAMP LEJEUNE

February

1997

TOTAL: 2562

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED 2/28/97						1
2 102N MED SQUAD AIR NAT GUARD.MA (E) 300	3	4 KINGS BAY, GA (E) 45	5 AIR FORCE ACAD. CO (E) 60 WRI.PATT.OH 9	6 FT CARSON, CO (E) 190	7	8 144 MP CO., MI (R) 59
9 127TH AIR LIFT WING, MI (R) 76	10 FT HOOD, TX (R) 74	11 FT HOOD, TX (R) 144 C. LEJEUNE, NC 24	12 FT HOOD, TX (R) 217	13 ALTUS AFB, OK (ED) 82	14	15
16 XX	17 HOLIDAY	18	19 NAVY SHIP YARD, NEW HAMPSHIRE (R) 57	20 TRAVIS AFB, CA (SELF) 20	21	22
23	24	25 DAV MOTHEM,AZ (E) 260 SHEPH, TX (R) 141	26 MOTHEM,AZ (E) 317 SHEPH.TX 173 EISENH.VA. 165 MONTER,VA 81	27 ANDREWS AFB, MD (LU) 84	28	TRAINING: 219/97 EDDIE BROOKE , TX & RANDOLPH AF 2/18/97 DEPT.OF EDUCATION (LU)

March

TOTAL: 1596

1997

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 3/28/97						1
2	3	4	5 NELLIS, NV (E) 84 WRI.PAT.OH 6 BROOKE, TX 36	6 NELLIS,NV (E) 56 TRAVIS, CA (SELF) 17	7	8
9 67TH SUPPORT BATT. OMAHA, NE (R) 32	10 OFFUTT AFB, NE (R) 136	11 CHERRY POINT, NC (E) 263 FT MEADE, MD (LU) 91	12 HILL AFB, UTAH (R) 70	13 DFAS CHARLESTON, SC (L) 123	14 CAMP PENDLETON, CA (R) 39	15
16	17	18 SCOTT AFB, IL (R) 125	19 SCOTT AFB, IL (R) 172	20	21	22
23	24	25 C. LEJEUNE, NC (SELF) 20	26 WHITMANN AFB, MO (L) 81	27 NAV CRIMINAL SERV. NAVY YARD, DC (R) 67	28	29
30	31 SCHOEFIELD BARR. KUNIA,HI (R&E) 190				TRAINING: 3/12/97 FT BRAGG, NC (EDDIE)	

April

TOTAL: 3765

1997

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 4/25/97		1 NORFOLK NAV SHIPYARD, VA (SELF) 154	2 KUNIA TUNNEL, HI (R&E) 115	3 HICKAM AFB, HI (R&E) 158	4	5
6 CHARLESTON MARINE RESERVE, SC (L) 31	7 WALK-IN 1	8	9 LIKE AFB, AZ (R) 25	10 LUKE AFB, AZ (R) 29 WAR COLLEGE, PA (L) 158	11	12
13 NORF.SCH. VA (SELF) 168	14 ELMENDORF, AK (L) 80 USA COM NORF. VA (SELF) 119	15 FT MONROE, VA (SELF) 254 CORPUS CHRISTIE, TX (E) 112	16 NAV EXC, MAYPORT, FL (R) 34 HOLL, NM (L) 156 COR. CHRS. TX 73	17 BROOKE AFB, TX (E) 71	18 NAVY SCHOOL EOD, INDIAN HEAD, MD (R) 96	19 NAS, CORPUS CHRISTIE, TX (SELF) 80
20	21	22 MAXWELL AFB, AL (L) 205 CORP. CHRISTIE TX (SELF) 8	23 SEY JOHNS, NC (R) 231 LACKLAND, TX (SELF) 100	24 SEY JOHN. NC (R) 342 CORPS SCHOOL, ILL (E) 406	25	26
27	28	29 BARKS. LA (E) 92 FT DRUM, NY (R) 121 CORY, FL (L) 100 C. LEJ, NC 25	30 BARKSDALE AFB, LA (E) 160 NAV HOSP. PENS. FL 76	BRIEFING: 28 APRIL 97 WALTER REED ARMY MED. CTR. (LU)		

May

1997

TOTAL: 1847

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDAT3D: 5/23/97				1	2	3 MICHIGAN ARMY NAT'L GUARD, MI (R) 82
4 NAVY/MARINE RESERVE, AZ (E) 43	5	6	7 LITTLE ROCK, AR (L) 101	8 LITTLE ROCK, AR (L) 82	9 FT BRAGG, NC (SELF) 12	10
11	12	13	14 FT BRAGG, NC (E) 43	15 VANDEN. CA (R) 110 ENTERPRISE, VA (SELF) 75	16 TRAVIS AFB, CA (SELF) 41	17 TRAVIS AFB, CA (SELF) 51
18 NAV/MARINE RESERVE CTR. AZ (SELF) 51	19	20 DAVIS MOTHEM, AZ (E) 32	21	22 C. PENDLETON, CA (L) 61	23	24
25	26 HOLIDAY	27	28 FT CAMPB.KY (R) 372 C. LEJ, NC (SELF) 21	29 FT CAMPB.KY 647 NAV WEAPONS, NORF.VA 20	30	31 HEALTH FAIR - TRAINING 5/9/97 & 5/13/97 FT BRAGG, NC (EDDIE)

June

TOTAL: 2348

1997

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 UPDATED: 6/24/97	2	3 CAMP PENDLETON, CA (SELF) 39	4	5 WRI PAT, OH 189 GR FORKS, ND (E) 118 USMC, GA (L) 34	6	7
8	9 RESJOURCE CENTER, BREMERTON, WA (R) 37	10 USS CARL VINSON, BREMERTON, WA (R) 171	11 TINKER AFB, OK (L) 54	12 TINKER AFB, OK (L) 56 FT DIETRICK, MD (E) 104	13	14
15	16 FT CARSON, CO (E) 122	17 FT CARSON, CO (E) 293	18 FT CARSON, CO (E) 238	19 FT CARSON, CO (E) 278 FT STEWART, GA (L) 201	20	21
22	23	24 REDSTONE ARSENAL, AL (SELF) 126	25	26 pENTAGON, VA (L) 83	27	28
29	30		BRIEFINGS: 6/9/97 DoD SUPPLY CENTER, RICHMOND, VA (LARRY)			

July

1997

TOTAL: 8207

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 7/2.7/97		1 NAV AMPHIBIOUS, LITTLE CREEK, VA 80	2 FT BRAGG, NC (E) 21	3 XX	4 HOLIDAY	5
6	7	8 PORTSMOUTH NAVAL HOSP. VA (SELF) 241	9 SHEPARD AFB, TX (R) 442 NORFOLK, VA (SELF) 210	10 USS GUAM, NORFOLK, VA (SELF) 203	11 SHAW AFB, S.C. (L) 120	12 COLORADO ARMY GUARD, DENVER, CO (R) 36
13	14 XX	15 XX	16 XX	17 DEFENSE SUPPLY, RICH. VA (L) 50 S. JOHNS. NC 100	18	19
20	21	22	23 EDWARDS AFB, CA (L) 179	24 EDWARDS AFB, CA (L) 206	25	26
27	28 FT BRAGG, NC (ALL) 902	29 FT BRAGG, NC (ALL) 1661	30 FT BRAGG, NC (ALL) 1430	31 FT BRAGG, NC (ALL) 2336	6/30/97 EDDIE AND RANDY WILL BE ATTENDING A DINNER AT FT BRAGG, NC.	7/27-8/3/97 ALL RECRUITORS WILL BE AT FT BRAGG, NC FOR A MULTIPLE SITE ONE WEEK DRIVE.

August

1997

TOTAL: 4008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 8/28/97					1 FT BRAGG, NC (ALL) 2443	2 FT BRAGG, NC (ALL) 453
3	4	5 USS GEORGE WASH. VA (SELF) 138	6 BREMERTON SHIPYARD, WA 82	7 MILITARY & NAVAL AFFAIRS, ALBANY, NY 22	8	9
10	11 NSA, FT MEADE, MD 72	12 NSA, FT MEADE, MD 134 MAKALAPA, HI 55	13 NAS, PEARL HARBOR, HI (E) 32	14 BARBERS POINT, HI (E) 121	15 HICKHAM AFB, HI (E) 114 MIRAMAR, AIR SHOW, CA 25	16 MIRAMAR AIR SHOW, CA 16
17 MIRAMAR AIR SHOW, CA 24	18	19	20	21	22 AFRRI, BETHESDA, MD (R) 14	23
24	25 MADIGAN, WA 263	26	27	28	29	30
31 XX		BRIEFING: 8/19/97 LARRY WILL BE BRIEFING PENSACOLA NAVAL STATION, FL				

September

1863

1997

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 9/24/97	1 HOLIDAY	2	3 WRIGHT PATTERSON, OH (SELF) 30	4	5	6
7	8	9 FT HUACHUCA AZ (E) 120 MCCLELLAN AFB, CA (L) 45	10 MCCLELLAN AFB, CA (L) 53 NORFOLK, VA 148	11 PETERSON AFB, CO (E) 322	12 MOUNTAIN HOME, ID (R) 156	13 FT CARSON, CO (E) 135
14	15	16 NAVAL STATION, PASCAGOULA, MS (L) 85	17 FAIRCHILD AFB, WA (SELF) 106	18 KIRKLAND AFB, NM (R) 21	19	20
21 NEBRASKA AIR NAT'L GUARD, LINCOLN, NE (L) 59	22 FT HOOD, TX (R) 68	23 FT HOOD, TX (R) 60 HARRISBURG, PA (L) 74	24 FT HOOD, TX (R) 90	25 DOVER AFB, DE (L) 82	26	27
28	29 HAWAII (SELF) 55	30 HAWAII (SELF) 35	9/16/97 BRIEFING: RANDY WILL DUE A BRIEFING AT THE NAVAL STATION, SAN DIEGO, CA	9/25/97 EDDIE WILL BE SPEAKING AT A DINNER AT FT DRUM, NY	9/30/97 APPRECIATION LUNCHEON FOR OPERATION LIFE GIFT IN NORTH CAROLINA	

October

3,358

1997

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 10/28/97			1 HOLLOMAN AFB, NM (R) 28	2 GREAT LAKES, IL (E) 355	3	4 459 WING, ANDREWS, MD (E) 134 DET.5 DENVER CO (SELF) 122
5 459 AIR LIFT WING, ANDREWS AFB, MD (E) 83	6 WRI.PAT.OH 49 PENSCL.FL (L) 32 LACKLAND AFB, TX (SELF) 119	7 PENSACOLA, FL (L) 290	8 PENSACOLA, FL (L) 267	9 PENSACOLA, FL (L) 144 ----- NAS JAX,FL (R) 124	10 PENSACOLA, FL (L) 102	11
12 XX	13 HOLIDAY	14 NAV EXCH. OCEANA, VA 196 USUHS, MD 143	15 DFAS KANSAS CITY,MO (E) 73 PATRICK, FL 30 NAVY EX NOR,VA 130	16 NAS, NEW ORLEANS 70 NAV EX. VA 200	17	18
19	20 WRIGHT PATTERSON, OH (SELF) 35	21 FT DRUM, NY (E) 112	22 NAVSTA, SAN DIEGO, CA (R) 112	23 NMC, BALBOA, CA (R) 26	24	25
26	27 MOODY AFB, GA (L) 119	28 DFAS, OH (E) 99 NAV HOSP. BREMERTON, WA (R) 66	29 BANGOR SUB BASE, WA (R) 93 DFAS, OH (E) 105	30	31	BRIEFING: 10/3/97 STUART FLD, NY (RANDY)

November

3,127

1997

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 11/20/97						1 ANDREWS AFB, MD (LU) 76 DUKE FLD, FL (L) 171
2 ANDRE, MD 44 DUKE, FL 156 STUART FIELD, NY 228	3	4	5 MC CONNELL AFB, KS (E) 288	6	7	8
9	10 XX	11 HOLIDAY	12	13 GREAT LAKES, IL 400 WRI PATT.OH 33	14	15
16	17	18 LEAVONWORTH KS 147 CANON AFB, NM 474	19	20 FT CARSON CO 192 ANDREWS AFB, MD 111	21	22
23 USS STENNIS, PORTSMOUTH, VA 796	24	25	26 XX	27 HOLIDAY	28	29
30 TRAVIS AFB, CA						

December

942

1997

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 12/24/97	1	2 CECIL FIELD, FL 63	3 WRI PATT. OH (SELF) 63	4 MAXWELL AFB, AL (L) 79	5	6 ANDREWS, MD 6
7 290TH AIR GUARD, TAMPA, FL 127	8 NAVAL ACADEMY, MD 135 MACDILL FL 71	9 NAVAL ACADEMY, MD 165	10 FT SAM HOUSTON, TX (E) 92	11	12	13
14	15 NORFOLK EXCHANGE, VA 141	16	17	18	19	20
21 XX	22 XX	23 XX	24 XX	25 HOLIDAY	26	27
28	29	30 XX	31 XX			

C. W. Bill Young/DoD Marrow Donor Program

Donor Workup Process
August 1997

BYMDC Donor Workup Process

Date: August 1997

1. Each morning the Donor Services Administrative Assistant (AA) receives transactions via STARLink® from the NMDP® registry. Each evening the AA sends transactions to the registry via STARLink® (refer to STARLink® training manual).

2. FOR NEW DR REQUESTS:

Access DR request screen:

- The request is taken to the NMRI DR typing lab where the sample is pulled for HLA-DR typing. If there are sufficient cells to complete the typing, the results are sent via STARLink® to NMDP®. If insufficient cells exist to perform HLA-DR typing, the lab notifies the donor center that an additional specimen needs to be drawn.
- The AA requests the donor consent form from the Data Entry clerk (DE). The form is copied and sent to the donor center.
- The donor is contacted via phone and/or mail, donor interest is assessed, and an appointment date is scheduled for the sample to be drawn at the nearest DoD medical treatment facility.
- A DR testing kit is sent to the third party lab where the sample will be drawn. The sample is sent to the NMRI DR typing lab and the results are forwarded via STARLink®.
- On the day of the draw, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section). The same day or the following day, FedEx® is called to verify package pickup.

3. FOR INCOMING DR TRANSFERS:

- Receive request from civilian donor center for DR transfer. The donor has been contacted by the transferring DC, interest assessed, and he/she qualifies for the DoD Marrow Donor Program.
- The civilian DC faxes the donor demographic information to the BYMDC and initiates the transfer in STARLink®.
- The donor is contacted and an appointment (Monday - Wednesday) is scheduled with the nearest DoD medical treatment facility.

- A DR testing kit is sent to the treatment facility, including DoD demographic consent and DR stage testing consent forms for the donor to complete and be returned with the specimen to the NMRI DR typing lab. The NMRI DR typing lab is notified of transfer and specimen collection and arrival dates.
- The AA accepts transfer and enters the appointment date via STARLink®. On the collection date, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section) and tracks kit activity one day post appointment.
- The NMRI DR typing lab reports results to NMDP®.

4. FOR HR REQUESTS:

Access the HR request screen:

- AA confirms new requests (refer to STARLink® training manual) and records local and/or national ID number. The ID numbers are sent to the DE and consent forms are copied and returned to AA.
- AA creates a file for each consent form/new request. Information on the file contains the following: national ID #, donor ID #, request date, recommended draw date (if applicable), patient ID #, patient's sex, disease, age, Transplant Center (TC) #, Search Coordinator (SC) #, and Donor Services Coordinator (DSC) initials.
- AA assigns the chart to a DSC on a rotating schedule and designates the chart to the DSC's satellite (donor folder tab 2) in STARLink®.
- AA accesses TransUnion® software and traces or retraces each request. AA sends a CT contact letter to the most current address from the search and places a copy in the chart.
- AA places the TC's draw instruction sheet in the donor chart and gives the chart to designated DSC for contact.

5. FOR CT REQUESTS

Access CT request screen:

- AA follows same procedures as above
- AA distributes CT request charts to designated DSCs for contact and screening of donor eligibility to proceed with CT stage testing.

6. FOR INCOMING HR AND CT TRANSFERS:

- AA creates a chart with donor information, assigns the chart to the DSC and designates the satellite.
- DSC accepts the transfer in STARLink® once donor contact is made and interest assessed.

7. FOR RELEASED REQUESTS BOTH HR AND CT:

- AA accesses HR and CT request screens to look for donors with a "Contact Donor" status. Via STARLink® the AA accesses file to note release code and confirm donor contacted (refer to STARLink® training manual).
- AA pulls the donor record from the Awaiting Resolution file cabinet, notes release status on outside of the chart, sends the designated release letter to the donor, and files the chart by national ID #.

8. CT CONTACTING

- DSC contacts donors starting with urgent requests and oldest pending requests. The standard for contacting donors and scheduling appointments ("statusing") is 75% of donors within 15 days and 95% of donors within 30 days.
- In progressing order the DSC will try the following: 1)check date and demographics on consent form against TransUnion® trace report for best home and work phone numbers; 2)if consent form phone number is incorrect, try trace phone number; 3)try work phone numbers; 4)if donor is no longer at that workplace, ask coworkers for forwarding information; 5)call emergency contact, using "411" as necessary; 6)try military locator services and/or Internet searches; 7)try DoD Manpower via E-mail and request unit identification code (UIC) to track donor unit and location; 8)send certified letter to most recent address from TransUnion® search; 9)if certified letter is signed for but still unable to contact donor, seek assistance from donor's commanding officer explaining that this involves a medically urgent situation; 10)if all attempts are unsuccessful, the donor should be reported as temporarily unavailable (TU) or unable to contact (UC) depending on the information the DSC has (with approval from the Donor Services supervisor or the Donor Center manager).

9. SCHEDULING CTs:

- Once the donor has been contacted and interest assessed, the DSC explains CT request stage to include: explanation of the test, odds of matching, workup process, and marrow collection procedure.

- The DSC performs a health history to assess eligibility/anesthesia risk. Any questions or concerns that arise may be addressed with the Associate Medical Director (AMD). DSC should obtain from donor a copy of any medical records for procedures or conditions which may potentially disqualify the donor. (These records are for the AMD's review).
- The Donor Services Supervisor (DSS) must review and sign off on all medical histories.
- The DSC schedules an appointment with the DoD medical treatment facility lab nearest the donor. The appointment is confirmed by the DSC with the lab point of contact (POC). The DSC enters the appointment date/status date in STARLink®.
- The AA and/or the DSC is responsible for writing the appointment in the FedEx® book as well as fabricating a CT package with two kits to be sent to the lab POC. A consent form and educational materials are sent to the donor's residence via FedEx® 2-day delivery. The donor will read, sign, and have their commanding officer (CO), if applicable, sign and return the consent form in an enclosed self-addressed stamped envelope.
- The donor file is placed in the active donor-CT requests/scheduled section of the filing cabinet.
- On the day of specimen collection, the AA schedules FedEx ® pickup of all samples being collected that day. A confirmation number is assigned to each sample and the AA records that number on each CT worksheet. Each file is returned to the filing cabinet section "CTs drawn/consents pending".
- The morning after the draw date, the AA tracks activity of kits via FedEx® Powership, enters the airway bill number, informs designated DSC of no activity showing or donor missed appointment.
- Once a donor is statused by NMDP®, the AA follows the procedures outlined in number 7 above. The chart is then filed by national ID number in the filing cabinet.
- NOTE: Anytime a file is removed from a drawer, a "file out" marker must be substituted with the date, ID #, and initials of the person pulling the file.

10. **TRANSFER DONOR:**

- If a donor is no longer in the military, transfer to a civilian donor center. A DSC

will call the civilian DC nearest the donor and advise them of the transfer.

- All of the donor's information (consent form, STARLink® demographic sheet, HLA type) is faxed to the accepting DC. The fax serves as the hard copy for the new DC.
- Transfer is initiated in STARLink®. Once the transfer has been accepted, the transfer date and the new transfer center # are written on the outside of the chart. The chart is then filed by national ID # in the filing cabinet.

11. DONOR NOT INTERESTED (NI) :

- DSC determines from donor that he/she is no longer interested in continuing participation with the BYMDC or NMDP®. NI is entered into STARLink® and noted on donor file. The DSS must sign off on all NIs. Chart is filed by national ID #.

12. DONOR TEMPORARILY UNAVAILABLE (TU):

- Contact with donor or emergency contact is made but the donor is unavailable for a specified period of time. A donor is statused as TU when he/she satisfies one of the following conditions: deployed overseas, on assignment in the field, having a medical condition that is a temporary deferral, or wishes to be made TU due to an inopportune time.
- Donor is reported as TU via STARLink® with next availability date. Reason for TU status and donor availability date are noted on chart. DSS must sign off on all TUs. Chart is filed by national ID # in the filing cabinet.

13. UNABLE TO CONTACT DONOR (UC):

- The donor is removed from the registry when all attempts at contacting the donor have failed. The chart is reviewed by DSS and verified prior statusing the donor as UC. This information is sent via STARLink®, noted on the chart, and filed away by national ID #.

14. INFECTIOUS DISEASE MARKER TEST RESULTS (IDM):

- IDM results are received from LabCorp™ via electronic printer every other day. The AA separates the CT and WU lab results and matches national ID #s with donor charts and pulls appropriate files.
- The AA merges CT lab results with the corresponding donor chart and completes a Form 24 within one week of receipt using LabCorp™ sheet and medical history

form. The DSS reviews Form 24s for accuracy and copies are sent to the NMDP® registry, SCU, TC coordinator, and donor chart. The lab report is also filed in the donor chart. The chart is returned to the "awaiting resolution" section of the filing cabinet. All abnormal lab results must be reported to the DSS for further review. Form 24s are mailed out on a weekly basis.

15. DONOR REQUEST FOR WORKUP (WU):

- Search Coordinator (SC) faxes, MCI's, and/or calls the BYMDC about a new WU request. The chart is pulled and given to the DSS for assignment to a DSC.
- DSC assembles chart for donor which contains the following sections: 1)Workup information; 2)CT demographics; 3)Lab reports; 4)NMDP® forms; 5)Communication; 6)Billing; 7)Miscellaneous; and 8)Follow up.
- Assigned DSC contacts the donor (same process as at the CT stage, if necessary) and informs him/her of request for marrow. Educational materials (video tape, transplant information articles, vitamins, and iron supplements) are sent to the donor.
- If donor wishes to proceed, the DSC schedules an information session. A proposed collection date is preliminarily discussed.
- During the information session, the pre-physical blood work is scheduled along with any other samples (i.e. pre-collection samples, research samples, and repeat IDMs). Throughout the information session the DSC must keep progressive notes which are filed in the communication section of the chart. NOTE: Progressive communication abbreviated notes (throughout the CT and WU stages) should be listed in the history and notes section of STARLink®.
- DSC sends the BYMDC memo and DoD directive to the donor's commanding officer for approval and signature.
- The DSC and donor agree on harvest date (per SCU request). The DSS books the operating room date and time with the Georgetown University Medical Center Patient Coordinator (GUMC). The physical exam date is based on date of harvest and scheduled with GUMC accordingly.
- The DSS enters donor/harvest information in computer calendar and gives it to the DSCs. The DSS enters courier information in a shared directory when the info is available for use by DSCs. Both schedules are updated regularly by the DSS.
- Per TC request, the DSC calculates cell dose for harvest and faxes marrow prescription verification form to the collection center (CC) physician for

verification.

- Once the CC physician signs the form and returns it to the DSC, the form is sent to the SCU for TC approval. This form also has information about autologous blood which may need to be collected and stored.
- DSC works with Northwest Business Travel to schedule physical exam (PE) flight. Tickets are mailed directly to donor along with expense report to submit for reimbursement of expenditures. Flight itinerary is faxed to DSC. DSC makes hotel reservation at Georgetown University Leavey Center and confirmation number is documented in donor chart.

16. PHYSICAL EXAM AT GUMC:

- The DSC must arrange several appointments for the day of the PE. They are as follows: third party PE, bone marrow transplantation consultation, anesthesia appointment, and autologous unit draw (if needed, if urgent WU, or if donating within 42 days of collection). Appointments must be scheduled so they are conducive to the GUMC Donor Services Liaison's schedule.
- The DSC enters all appointment dates in STARLink® and on the workup checklist.
- The DSC calls or faxes donor with appointment itinerary and directions to the Leavey Center. This information is also forwarded to the GUMC Liaison.
- The DSC copies donor's file and sends it to the GUMC liaison prior to the PE appointment. The liaison takes care of entering the donor in the GUMC hospital information system.

17. THIRD PARTY PHYSICAL EXAM:

- The GUMC liaison meets the donor in the lobby of the Leavey Center fifteen minutes before the first appointment. The PE is on the 6th floor of the Pasquillera Health Center (PHC) Building - Internal Medicine. Most appointments are scheduled for 9:00 am.
- The Patient Registration Form must be submitted at the registration desk. The donor is then to sign the form that is printed out by the clerk indicating the DoD will cover the insurance. The liaison then takes the form the donor just signed, along with the medical/physical exam forms, and signs the donor in at the internal medicine appointment desk.
- While the donor is waiting to be seen for the medical exam, the liaison can go over

the GUMC and BYMDC consent forms. Allow the donor time to read each form before signing. The liaison is to sign as the witness. This is also a time to have the donor fill out the beneficiary form. The donor is given copies of the consent forms.

- When the donor is done with the exam, he/she should have a copy of the completed medical exam report, the handwritten history and physical, the EKG, the chest x-ray request form, and the blood work request form.
- The liaison should then check the donor out at the registration desk and obtain the pink carbon copy which indicates the Medical Record Number (MRN).

18. CHEST X-RAY AND BLOOD WORK (PT/PTT):

- There are no scheduled appointments for the chest x-ray and blood work; therefore, these two procedures are done when time allows. The best time is usually between the physical exam and the anesthesia consult.
- The liaison must register the donor at both the chest x-ray and blood lab. There is a form to be filled out by the liaison for the lab.
- The hard copy of the chest x-ray is expected to be done within 48 hours. It is the responsibility of the liaison to obtain these results by the Hospital Information System or by requesting a copy from Radiology.
- The GUMC Patient Coordinator is responsible for obtaining the results of the PT/PTT. If repeat blood work is requested by a DSC, the liaison must obtain these results, fax a copy to the DSC, and place a copy in the packet for the Form 43 review. The blood work is usually completed within 24 hours.

19. ANESTHESIA CONSULT - 2ND APPOINTMENT

- The liaison is to hand the donor's chart to the nurse in anesthesia. The nurse will meet with the donor to discuss and answer any questions regarding anesthesia. The nurse will complete an Anesthesia Report for the donor. The liaison must make a copy of the report and include this in the chart.

20. BMT CONSULT - 3RD APPOINTMENT

- The BMT Consult is with Kathleen Griffith, C.N.P., in the Bone Marrow Department. Ms. Griffith reviews the chart and meets with the donor.
- After the consult, the liaison will receive an Unrelated Donor Consultation Report completed and signed by Ms. Griffith. This is to be included in the chart.

21. AUTOLOGOUS UNIT - FINAL APPOINTMENT

- The donor will first meet with the nurse in the ARC Blood Bank and complete a health screening. The donor will then give a unit of autologous blood.
- The liaison will receive a form with the autologous unit number. This form is to be placed in the chart. A copy of this information is given to the DSC.
- After the final appointment, the liaison will make sure the donor receives copies of the GUMC and BYMDC consent forms. The donor will also receive other material to read at a later date including insurance information, a Do's and Don't list, and answers to some commonly asked questions on what to expect after the donation.

AUTOLOGOUS UNIT AT FACILITY OTHER THAN GUMC:

- DSC calls ARC/Special Collections or base hospital nearest the donor. A Special Collection form is obtained and given to the Associate Medical Director for signature. The signed form is returned to ARC or hospital. The donor is contacted and appointment made. Appointment date is entered into STARLink® and donor chart. Billing information is confirmed.
- After scheduled appointment time, DSC confirms with donor that unit was drawn. DSC also obtains shipment dates, arrival times and unit numbers from ARC/hospital.
- DSC completes Auto Unit Memo and faxes to GUMC BMT patient coordinator with workup packet.
- DSC calls GUMC Blood Bank to confirm arrival of auto unit at least two days prior to harvest.

22. FORM 43:

- A Form 43 must be filled out and brought to the GUMC Bone Marrow Department within 48 hours of the physical exam. The form must have with it the following items for review: handwritten history and physical, PE lab results, Medical Exam Report, copy of the EKG, chest x-ray report, BMT consult report, CT health history, CT IDMs, and a form 24.
- The Form 43 along with all of the items for review are forwarded to the GUMC patient coordinator who will ensure that everything is signed by the BMT Associate Medical Director within 24 hours.

- Once the form is signed, the paperwork is faxed back, along with the chest x-ray report and any pending blood work, to the BYMDC DSC. The turnaround time from the day of the PE until the Form 43 is completed and faxed back should be 72 hours.
- The DSC puts all information in donor chart and gives it to the DSS for review. The chart is then given to the BYMDC Associate Medical Director for donor clearance.
- If donor is not approved, the Associate Medical Director will either order additional tests (approval pending results) or defer the donor.

23. REPEAT INFECTIOUS DISEASE MARKERS:

- If the WU is urgent, repeat IDMs are done at the time of PE. If the WU is a standard request, repeat IDMs are performed within 30 days of harvest date. Procedures followed are similar to CT requests described earlier. (the difference is a Form 50 filled out versus a Form 24).

24. TRAVEL ARRANGEMENTS FOR DONATION:

- DSC call Northwest Business Travel and arranges for early afternoon arrival the day before the harvest. The itinerary is faxed to the DSC for donor's chart. The tickets are mailed directly to the donor. DSC makes reservation at the Leavey Center and gets a confirmation number for the WU checklist. The donor arrives at least one day before the marrow harvest.

25. MARROW COURIER ARRANGEMENTS:

- The DSS gets a courier name from the BYMDC courier list and DSS passes the information to the DSC. The DSC calls the courier and goes over instructions for marrow transport. The DSC also gets the desired date/time of courier return and credit card information for the courier hotel reservation.
- DSC calls TC for courier instructions if not yet received. Information is faxed to BYMDC with copy to donor folder, copy to GUMC liaison, and copy to courier.
- DSC calls Northwest Business Travel and makes flight and hotel arrangements for courier (both primary and back up flights). Tickets are mailed directly to GUMC liaison to be given to courier on day of harvest. DSC gets faxed copy of itinerary and forwards a copy to the TC and the courier.

26. HARVEST AT GUMC:

- The charts used for the harvests are the same as those used for physicals. Additional forms must be included/added to the chart before the harvest: Courier Letter, Courier Release Form, and Form 50.
- It is the responsibility of the GUMC liaison to make sure all courier tickets have arrived at Georgetown and are in the chart on the day of harvest. The liaison must also have the donor chart and an NMDP® cooler prior to harvest.

27. PRE-ADMISSION APPOINTMENT:

- The liaison will meet the donor and companion in the lobby of the Leavey Center 2 to 2½ hours before the scheduled harvest time (OR time). The donor and companion are escorted to the AM Admit and the donor is registered. Additional paperwork is signed for GUMC.
- The liaison then takes the donor to the Same Day Surgery Area and finds a numbered waiting cubicle. The donor changes into hospital gown and slippers.
- The liaison gives the red chart from AM Admit to the nurses station and notifies them of the donor cubicle number. The nurse will draw 1-2 tubes of blood for typing and cross match. These tubes are transported to the blood bank to ensure that the auto unit(s) reach the OR prior to collection. It is the responsibility of the collection center (GUMC) to transport these tubes to the blood bank.
- If the TC needs peripheral blood samples to accompany the marrow have them drawn at this time. This information is determined by the liaison by looking at the marrow prescription form the day prior to the harvest and having the appropriate tubes labeled and ready. The peripheral blood tubes are to have a green label with both donor and recipient ID #s, date, collection time, and source indicated. The tubes are placed in the cooler and transported with the marrow.
- The donor will be given several consent forms to sign, one of which is the form to receive blood products. The liaison makes sure the donor receives the refusal to receive blood products form as well and informs the donor that the BYMDC Medical Director and Associate Medical Director recommend signing the refusal form. The liaison also has the donor and companion fill out the gourmet meal cards which will be turned in to the cashier's office before noon.
- The donor will be started on an IV and blood pressure is taken prior to going to the OR. The physician and/or the anesthesiologist will stop by and answer any last minute questions. It is the donor's choice as to which type of anesthesia they want (general or epidural/spinal). The liaison goes to change into hospital scrubs.

28. MARROW HARVEST:

- The liaison escorts the donor from the Same Day Surgery Area to the OR. The companion returns to the Leavey Center.
- Anesthesia is administered and the liaison begins the Form 60 - Donor Hospitalization Record. The procedure lasts from 20 to 90 minutes. When the collection is complete the Form 60 must be signed by the physician performing the procedure. A prescription for the donor is obtained from the physician for donor use after discharge. The liaison later takes this to the pharmacy to be filled.
- The liaison confirms the auto unit #, if any stored, prior to re-infusion. **NO** homologous blood is to be transfused unless a life and death situation. The liaison also confirms the volume of heparin, ACD-A, and RPMI in each marrow bag.
- Donor is brought to recovery. The liaison visits with donor briefly and tells donor that he/she is taking marrow to the processing lab to get it ready for transport. The liaison will meet up with donor once he/she has been assigned a room.

29. CELLULAR ENGINEERING LAB:

- The liaison takes the marrow from the OR to the cell bank in a cooler. The cell bank will let liaison know all pertinent information needed to complete the Form 60: final volume of marrow and media, volume of media, nucleated cell count, and peripheral white cell count.
- The liaison contacts the companion and lets him/her know the procedure is over and that they may see the donor once he/she has been assigned and moved to a room.
- The liaison labels and tags each marrow bag (there must be at least two) with brown tags/white labels. The volume of heparin, ACD-A, and RPMI must be put on the labels. All ID #s for the donor and recipient are checked and verified by the liaison and a lab technician. Verification signatures are required on the Form 60 and the white labels on the marrow bags. The liaison ensures that all blocks on the Form 60 are completed.
- Each marrow bag is placed into an individual zip lock bag. The marrow cooler is lined with a blue chux. The marrow and any tubes (peripheral blood and/or marrow) are placed in cooler.

30. COURIER

- The cooler must also contain the following: yellow copy of Form 50, pink copy of Form 60, marrow lab sheet from GUMC, latex gloves, and 2 copies of courier letter. The liaison signs the Marrow Out book and takes cooler at scheduled time

to the Lombardi Center lobby to meet the courier.

- The cooler transfer will take place in the liaison's office where numbers are verified and the courier receives tickets. The liaison escorts the courier to a cab and instructs the driver to the correct airport (Ronald Reagan Washington National or Dulles).

31. ROOM ASSIGNMENT:

- The liaison calls the GUMC BMT Patient Coordinator and obtains room assignment. The companion is called and a meeting time and location are set. Once the donor is in the room, the liaison meets the companion and escorts him/her to the donor.
- The liaison brings the donor a gift bag from the BYMDC and the prescription for after discharge. The liaison gives the donor the DSC's pager number and phone number to call if any problems arise.
- The liaison obtains the donor's HCT from the nurse and writes it in the donor chart. The liaison notifies the designated DSC that harvest is complete and donor is doing well. The DSC will also receive the room and telephone number of the donor.

32. ONE DAY POST-COLLECTION:

- The liaison calls and/or visits the donor to see how he/she is feeling. The DSC also calls the donor.
- The liaison visits donor and makes sure that hospital discharge goes well. Donor HCT at discharge is obtained and entered into donor chart. Donor goes back to Leavey Center.

33. TWO DAYS POST-DONATION:

- Donor checks out of Leavey Center. The liaison contacts donor to assure that everything is going as expected. Donor takes cab to the airport for flight home.
- The original Form 43 and Form 60 are sent to the BYMDC by the liaison within one week of harvest.

34. DONOR FOLLOW-UP POST-DONATION:

- DSC completes Form 70 within 72 hours of harvest and a copy is mailed to TC, SCU and NMDP® Registry.

- DSC completes Form 76 weekly until donor is asymptomatic. This form is transmitted via STARLink®. DSC calls donor daily for 3 days, weekly for 4 weeks, and monthly for 6 months.
- DSC informs donor of patient updates as available.
- DSC arranges for donor to have HCT and HgB checked 2 and 6 weeks post-donation. DSC sends HCT request form to donor, donor has sample drawn at base lab, and lab sends results to DSC. DSC reviews test results, informs the donor, and files form in donor's chart.
- Donor stays on iron replacement until HCT is within normal limits. DSC may need to consult with Associate Medical Director if HCT is not returning to normal.

35. SIX MONTHS POST-DONATION:

- If donor is not being followed for any complications, DSC disassembles chart and files by national ID# in cabinet.